

CHAPTER I

INTRODUCTION

1.1 Background of On the Job Training Program

The library is not only the place to find sources of knowledge of the discipline, but also an educative and recreational means. Furthermore, the library is a place to provide various needs of visitors. At first, the library is a means to provide books for the users. At that time the library still struggles on how to provide information to users. In addition, the library is known as a quiet, lonely, and boring place. Which is it accompanied by a limited number of librarians. This makes people are not interested in visiting the library. Moreover, the collection of the books provided is limited and cannot be accessed by the users.

In the old days, before the existing of the computer and the internet, the way librarians work should be done manually from cataloging, membership cards, classification and lending of books. They should use the stamp in the book as a sign that the visitors had borrowed the books. In consequent with the system which is done manually, every library must have a drawer catalog to make the catalog. So the library could find the required collection. The existence of typewriters is also still a mainstay of the librarians. In addition to the processing, the service given also still

limited. The absence of internet services makes the search information at that time is still limited and incomplete.

Nowadays, the library is not always a boring place. With the advancement of information technology, the library begins to install TV and videos as a means of information. Whereas previously, TV and videos are should not be put on because it will interfere with the visitors. The way of work libraries is also increasing with the existence of technology, such as, both computers and internet. The library also provides digital books, catalogs, and journals.

This is what makes libraries today more efficient, different from the old days, libraries whose management arrangements tend to be less efficient. The progress of the era does require libraries to fix themselves so as not to be abandoned by society.

Malang is one of the cities in Indonesia especially in East Java that until now still considers that library is an important place even though the internet is widespread. The proof of that is the government built a public library building which is located in the middle of the city. With the nickname "Malang City of Education", this city proves that the library is in needed to supporting educational students in this city.

The writer as the student of the University of Merdeka Malang chose Malang Public Library as her OJT place to train the writer's skills, knowledge and to find experience about work. From the explanation above, the writer chose **"How to be a Good Librarian in Children's Reading Room"** as the title of this Writing Report.

1.2 Targets of On the Job Training Program

On the Job Training Program which is undertaken by the students have two targets. They are for D-III English Program and for the students.

1.2.1 Targets of On the Job Training for D-III English Program

There are two targets that the D-III English Program has through the On the Job Training. They are as follows. First, it is as a requirement of the D-III English students especially in 6th semester through this OJT Program. OJT program become one of the important thing that the 6th semester must do. Students will find the information about their OJT place and write them on her Final Report. Second, D-III English Program can gain many relationships with other institutions or companies. So, because of this relationship, D-III English Program will be known by the OJT place, society and it will be easier to promote D-III English Program in particular and University of Merdeka Malang in general to the people around the OJT place.

1.2.2 Targets of On the Job Training for students

There are three targets that the students get by doing this program as follows. First, it is to report the writer's activities during her OJT at Malang Public Library. Second, is it to train the students' soft skill and mentality for their working world in the future. And the last, indirectly the students can learn about how to be a librarian.

1.3 Significances of OJT Program

On the Job Training Program have many significances obiter for D-III English Program, for the students of D-III English Program and for Malang Public Library.

1.3.1 Significances of OJT Program for D-III English Program

D-III English Program has three significances that can be achieved by conducting this OJT Program. First, it is to create good relationship with other institutions or company. By creating good relationship, D-III English Program in the future will easily choose OJT place for the students because D-III English program has many relations.

Second, it is to promote D-III English Program to the people around the OJT place. By doing OJT Program, the students can promote D-III English Program indirectly when people at OJT Place ask about the university which they studied.

And the last, the library can be as a place of employment for fresh graduate of D-III English Program students, in the future.

1.3.2 Significance of OJT Program for the Students of D-III English Program.

There are three significances for the Students of D-III English Program. First, they can know about work ethics, discipline, hard work, professionalism in working world, especially in the library world. So, after graduating the students will have sufficient knowledgeable, skilled, and ready to work.

1.3.3 Significance of OJT Program for Malang Public Library.

There are three significances and they are, first it is for Malang Public Library because they can get additional labor without providing wages. Second, it is for the company will be the reference for the other students from other universities or

schools to do OJT. Third, it is for the company because they can improve the image of the company itself.

1.4 Procedures of OJT Program

On the Job Training Program have three procedures before it is held. The first procedure is pre-departure training, the second one is on-going process, and the last procedure is final report writing.

1.4.1 Pre-departure Training

Before doing OJT program, the students at first have to do registration. The registration starts from mid-February until April 2018. Then they have to search the place for OJT Program. Before going to OJT place, the students will be given pre-departure training. The purpose is to prepare the mind and give knowledge about the industry which will be faced by the students. Besides knowledge, the students also will be given motivation in order to do OJT Program as well as possible.

1.4.2 On-going Process

The writer did the OJT Program at Malang Public Library. The OJT started from May 14th to August 14th, 2018. During OJT, in a week, there are five work days and two free days. The hour day start from 8 A.M to 3 P.M from Monday to Friday. As the librarian, the activities that the writer did during the OJT Program are shelving the books and classifying the broken books.

1.4.3 Final Report Writing and Examination

While doing the OJT Program, the writer also wrote report writing for the requirement of graduation. The writer had to consult her report writing to the advisor and submit the weekly report. After finishing the OJT Program, the writer would do an examination and present her report writing.

